RESOLUTION NO.: 20-2

A RESOLUTION SUBJECTING ESTABLISHING A FEE SCHDULE FOR THE TOWN OF OCEAN VIEW

WHEREAS, the Town Council pursuant to Chapter 3, Fees, Section 3-1, Fee Schedules, the Town Council is authorized to establish a schedule of fees for all administrative actions or services, applications, licenses. permits, impact fees, professional fees, financial security, performance, surety and utility bonds, rental licenses, Police Department fees, and such other fees as required by the Ocean View Code.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF OCEAN VIEW:

Section 1. The Fee Schedule for the Town of Ocean View shall be as attached hereto and made a part here of as Exhibit A.

Section 2. This resolution shall become effective upon its adoption by a majority of all members elected to the Town Council of Ocean View.

TOWN OF OCEAN VIEW

By: _____
Mayor

{SEAL}

Attest: _____
Town Clerk

Adopted:

[DLS Draft 08-28-17]

TOWN OF OCEAN VIEW, DELAWARE
FEE SCHEDULE

ADMINISTRATIVE

Document Copies
See FOIA section for cost of copies.

Labels & Lists

- Current Business License Holders – mailing labels $ 150.00
- Property owner names and addresses – mailing labels:
  - All parcels within Town of Ocean View $ 175.00
  - A subdivision up to 100 units $ 30.00
  - Each additional 100 units in a subdivision $ 30.00
- Business License Holders – current list $ 50.00
- Property owner names & addresses:
  - All parcels within Town of Ocean View $ 100.00
  - A subdivision up to 100 units $ 25.00
  - Each additional 100 units in a subdivision $ 25.00
- Tax list $ 175.00

FOIA (Freedom of Information Act) Fees

- 20 pages single side copies & first hour search Free
- Over 20 black &white single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies) $ .10
- Color copies/printouts single sided pages for 8.5"x11", 8.5"x14", and 11"x17" sized paper (two-sided copies shall be considered as two copies) $ 1.00
- Color copies/printouts single sided pages larger than 11"x17" $ 1.50
- Oversized copies/printouts single sided 24"x36" $ 3.00
- Oversized copies/printouts single sided larger than 24"x36" $ 1.00 per square foot
- Other FOIA information and associated fees, such as labor costs for request requiring more than 1 hour of staff time to process are outlined in Resolution 15-7.

Other Administrative Fees

- Credit card fee 3.00%
- Fax service $ 1.00 per page
- Gross Rental Receipts Tax late payment fee $ 25.00 per month
- Interest on past due invoices 1.5% per month/18% annual
  Such as reimbursable expenses and service fees.
- Recordation of documents in Recorder of Deeds Office, in Sussex County $ 100.00
- Returned check $ 35.00

APPLICATIONS

Annexation Request

- Up to 1 acre $ 100.00
- 1 acre to 4.99 acres $ 300.00
- 5 acres to 9.99 acres $1,000.00
- 10 acres to 24.99 acres* $2,000.00
- 25 acres or more* $3,000.00
- Appeal of decision as enumerated in Town Code $ 250.00
- Rezoning application $ 900.00

*NOTE: Annexations of 10 or more acres are subject to professional fees.

Board of Adjustment

- Appeal of decision by Town Administrative Official $ 750.00
- Variance $ 750.00
- Special exception $ 750.00
- Administrative variance $ 150.00
- Penalty for violation of terms/conditions of variance granted $ 750.00

Planning & Zoning

- Site plan review $1,000.00
- Site plan review for outside seating $ 400.00
- Modification to previously approved site plan $ 400.00
- Subdivision:
  - 1 lot into 2 or combining 2 lots into 1 $ 350.00
  - 3 to 5 lots $ 750.00
  - Greater than 5 lots $750 plus $50 per lot in excess of 5 lots
- Rezoning Application $ 900.00

FINANCIAL SECURITY; PERFORMANCE and SURETY BONDS

- Financial security equal to 125% of the cost of completion of all infrastructure improvements required by the approved final plans, as outlined in Town Code Chapter 187-6L, Streets & Sidewalks
- Performance bond as outlined in Town Code Chapter 140-129B, Land use
- Bond with surety assuring completion as outlined in Town Code Chapter 140-82, Land use
- Surety bond for movement of oversized vehicles through the Town $2,000.00
- Utility bond as outlined Chapter Utility Control Ordinance - Surface Type:
  - Bituminous concrete pavement $ 80.00 per square yard
  - Surface treated (chip seal) pavement $ 40.00 per square yard
  - Unpaved area within right-of-way $ 10.00 per square yard
- Performance bond as outlined in Town Code Chapter 140-74A, Land use for landscaping.
- Completion and maintenance bond as outlined in Town Code Chapter 140-98F, Land use

IMPACT

For proportionate share of capital costs (*as set out in Town Code Chapter 136-1A)*

- Upon issuance of building permit, per unit, new construction $1,436.00

For the benefit of volunteer fire & emergency services (*as set out in Town Code Chapter 136-1B)*

- Upon issuance of building permit, per unit, new construction $ 500.00

Surcharge for emergency services enhancement funding program (*as set out in Town Code Chapter 15)*

- Upon issuance of building permit: not less than .25% and not more than .50% of the construction value shown on the building permit application.

JOHN WEST PARK AMENITIES

NOTE: Fees apply to the use of John West Park amenities. Deposits, if not used, will be refunded.

	Rental	Deposit
Group w/ membership comprised entirely of Ocean View property owners/residents.	$ 0.00	$ 50.00
Organization w/ member who is an Ocean View property owner/resident.	$ 50.00	$ 50.00
Personal use by an Ocean View property owner/resident	$ 0.00	$ 50.00
Personal use by non-Ocean View property owner/resident.	$ 50.00	$ 50.00
Organizational or Nonprofit organizational use by non-Ocean View property owner/resident.	$ 100.00	$ 50.00
Governmental agency	$ 0.00	$ 50.00
Nonprofit organization with member who is an Ocean View resident.	$ 0.00	$ 50.00
Youth organization. One hour of community service requested per 4 hours of use. Verification required.	$ 0.00	$ 50.00

TOWN HALL

NOTE: Fees apply to the use of Town Hall. Deposits, if not used, will be refunded.

	Rental	Deposit
Group w/ membership comprised entirely of Ocean View property owners/residents.	$ 50.00	$ 50.00
Organization w/ member who is an Ocean View property owner/resident.	$ 75.00	$ 50.00
Personal use by an Ocean View property owner/resident	$ 75.00	$ 50.00
Personal, Nonprofit organizational or organizational use by non-Ocean View property owner/resident.	$ 125.00	$ 50.00
Governmental agency	$ 0.00	$ 50.00
Nonprofit organization with member who is an Ocean View resident.	$ 0.00	$ 50.00
Youth organization. One hour of community service requested per 4 hours of use. Verification required.	$ 0.00	$ 50.00

LICENSES

- Business
  - Annual, calendar year (1/1 – 12/31) $ 150.00
- Temporary, 30 consecutive days (2 per calendar year) $ 30.00
- Event, per approved event for up to 3 consecutive days $ 15.00
- Peddling, soliciting and canvassing $ 50.00
- Real estate sales or rental agent: independent contractors. $ 100.00
  Annual, calendar year (1/1 – 12/31) (Excludes agents paid as an employee.)
- Rental: each commercial or residential unit rented or offered $ 75.00
  for rent. Annual, calendar year (1/1 – 12/31).
- Late fee for all license types postmarked after due date (1/1) $ 40.00

PERMITS

***NOTE**: Permit fees are non-refundable nor transferrable.*

Building

- Principal and accessory structures:
  - Gross floor area of each story for all uses, all covered porches and entryways and improvements to an existing open deck or patio by adding walls and roof for the purposes of creating additional enclosed living space. $ 1.25 per square foot
  - Improvements to principal and accessory structures by adding walls and/or roof that increase the gross floor area. $ 1.25 per square foot
- Open decks and/or patios:
  - Gross floor area of attached or unattached open deck, patio or similar structure with a floor area free from enclosed walls and/or roof. $ .50 per square foot
- Repairs and renovations (for work identical or substantially the same):
  - Project cost of less than $10,000 $ 0.00
  - Project cost of $10,000 - $11,000 $ 50.00
  - Each additional $1,000 or fraction thereof $ 10.00
- All others:
  - Dumpster placement (subject to town approval) $ 0.00
  - Fence, sidewalk and driveway $ 75.00
  - Demolition of any structure or building $ 100.00
  - Moving any structure or building in or through Town $ 100.00
    Note: Police escort required @ additional costs.
  - Swimming pools (in and above ground) $ .50 per square foot
- Minimum charge for any building permit $ 50.00
- Administrative Fee – Reissue of voided permit $ 50.00
- Failure to obtain permit before work is performed penalty
  - Penalties as specified in Town Code Chapters 84 (Building Construction) and 140 (Land Use).

Sign

- Illuminated, direct or indirect $ 4.00 per square foot
- Non-Illuminated $ 2.00 per square foot
- Subdivision, permanent $ 500.00 per sign
- Minimum sign permit $ 50.00

Utility

- Base permit $ 100.00
- Utility permit (all based on as-built)
  - Boring under paved road, per boring $ 100.00
  - Cut in paved street $ 1.00 per square foot
  - Trenching outside edge of pavement $ 1.00 per linear foot

POLICE

Road construction and escort to move structures through the streets of Ocean View

NOTE: Minimum 2 hour charge. Charge may vary if specified in state contract.

- Per officer $ 60.00 per hour
- Additional town expenses (employee benefits & vehicle costs) $ 30.00 per hour

Special Duty Officer (or other Town staff)

- Officer or other Town employee Employees hourly rate plus applicable payroll taxes. Note: if employee brought in on day off cost will be 1 ½ x hourly rate plus applicable payroll taxes.
- Administrative fee 10% of employees hourly rate plus applicable payroll taxes.
- Vehicle use by employee $ 25.00 per hour
- *Exception for service funded by a grant which specifies payment terms.*

Other Charges

- Police report copy $ 25.00
- Fingerprints* $ 50.00

  * Property owners & residents of Ocean View exempt from this fee.

PROFESSIONAL FEES

Legal

- Attorney collection letter $ 100.00
- Municipal lien filed in Sussex County by Town Solicitor $ 150.00
- Municipal lien satisfaction filed in Sussex County by Town Solicitor $ 150.00
- Municipal lien renewal filed in Sussex County by Town Solicitor $ 150.00

Reviews/inspections/approvals by professionals and consultants

- Applications to Town Council for conditional use, request for zoning change and annexation requests to Planning & Zoning Commission, Board of Adjustment: fee charged plus administrative fee of 10%
- Compliance assessments: Road reviews and inspections, lot development, water service installation sand hookups, driveway construction and culvert installations, etc.: fee charged plus administrative fee of 10%.

STIPENDS – as set by Town Council

NOTE: Fees are per member.

Board of Adjustment, per application at meeting	$	30.00
Board of Assessment, per day	$	50.00
Board of Elections per election when voting polls are necessary	$	100.00
Board of Elections to certify results of unopposed election	$	30.00
Planning & Zoning Board, per hearing at meeting	$	30.00

TAXES

Gross Rental Receipts Tax (*as set out in Town Code Chapter 93*)

- On all rental property income 5%
  - January 1 – June 30 of calendar year: due by August 31 of same year
  - July 1 – December 31 of calendar year; due by February 15 of following year
- Gross Rental Receipts Tax late payment fee $ 25.00 per month

Real Estate Tax (*as set out in annual budget ordinance adopted in April for the upcoming fiscal year*)

- Property Tax rate per $100 of assessed valuation, as set by Town Assessor
  - Billed in May of each calendar year, due by August 31 of same year

Real Property Transfer Tax (*as set out in Town Code Chapter 195*)

- Value of property. 1 ½%

VIOLATIONS/FINES

Animals (*as set out in Town Code Chapter 68*)

- Barking and howling dogs,
  - 1st offense $ 50.00
  - 2nd offense & each subsequent offense $ 100.00

Disorderly Conduct (*as set out in Town Code Chapter 107*)

- Sleeping in public, mandatory Court appearance and Court fees may also apply
  - 1st offense $100.00
  - 2nd offense & each subsequent offense $200.00

Property Maintenance (*as set out in Town Code Chapter 169*)

- Removal of grasses, weeds and other vegetative growth as defined in Town Code,
  - On lots less than or equal to ½ acre — $100 1st offense, $200 each subsequent offense within a calendar year
  - On lots greater than ½ acre — $100 1st offense, $200 each subsequent offense within a calendar year plus cost of private contractor to cut.
  - Property maintenance on right-of-ways — $50 1st offense, $100 each subsequent offense within a calendar year

WATER FEES, RATES AND METERS

Water Meters (*as set out in Town Code Chapter 213*)

- General Water Service Charges
  - Service availability charge — $ 97.66
  - Facilities Charge

Size of Meter (inches)	Quarterly Charge
5/8 to 3/4	$107.66
1	$172.78
1 1/2	$303.00
2	$463.26
3	$885.20
4	$1,369.74
6	$2,664.37
8	$4,151.80

  - Water use charge — $ 5.3453 per 1,000 gallons

- Private fire service line
  - Private fire facilities charge

Size of Meter (inches)	Quarterly Facilities Charge
1	$52
2	$155
4	$725
6	$1,600
8	$2,820

- Turn-off and turn-on charges
  - Turn off (regular hours) — $ 72.00
  - Turn on (regular hours) — $ 72.00
  - After hours (turn on or off) — $ 105.00
  - Shut off for non-Payment — $ 150.00
  - Check meter for accuracy — $ 72.00
    (refunded if meter is found to be defective)

- Service connection charges

Size of Meter (inches)	Charge
5/8 to 3/4	$1,900
1	$2,500
1 1/2	$3,200
2	$4,100
3	$7,260
4	$8,540
6	$12,420
8	$22,000

- Other miscellaneous charges
  - Inspection fee for initial hook up — $125.00
  - Utility permit — $ 100.00
  - Transfer charge (service call to read meter Due to change in ownership) — $ 45.00
  - Service all for frozen lines or leaks that are Customer's responsibility
    - Regular hours — $ 72.00
    - After hours — $ 105.00
  - Unauthorized entry of meter pit — $ 100.00 plus cost of repair
  - Unauthorized water withdrawal from Fire hydrants — $ 300.00
  - Returned check charge — $ 35.00

- Interest Fee — 1.5% of the outstanding charge until payment is made.

- Reconnection Fees; late fees
  - Reconnection fee
    - First reconnection — $ 150.00
    - Subsequent reconnections within 1 year — $ 200.00
  - Late fee — 1.5% per month